

D.500 Allergy policy

Allergic reactions can be life threatening and have far-reaching effects on children and their families. These guidelines are intended to help school staff protect children with food allergies when they are not in the direct care of their parents or family members. In order to do so, a strong partnership must be established between parents, medical providers, and school staff to minimize risk of allergic reactions in the school environment. We strive to create an accepting, compassionate environment in the classroom, respectful of the social and emotional challenges that a child with food allergies can face.

D.510 Communication

At the start of the school year, parents should work with the school administrators and nurse to create an “Allergy Action Plan” for each child with allergies. This plan is kept on file and updated annually, or as needed.

This plan should include:

- Information about any food or other allergies, known symptoms, any physician’s notes.
- Any necessary medications (properly labeled and up-to date, as prescribed by the child’s doctor) and administration details.
- A medication administration release of liability form.
- Any necessary classroom protocols.
- Instructions regarding how the parents would like their child’s allergy and the classroom protocols to be communicated to fellow students and their parents.

All known allergy information on each child is kept in the school database.

Every teacher gets a list of all students with food allergies. Substitute teachers also get this list.

At the start of each year, the school nurse meets with all the teachers individually to discuss food allergies and policies in each classroom.

School staff understand and are aware of the symptoms of food allergies (upper or lower respiratory symptoms, skin reactions, stomach symptoms, or more serious cardiovascular reactions such as skin turning blue, fainting, or weak pulse), as well as the ways in which children might communicate they are having an allergic reaction.

D. 520 Classroom policies

The school will send a letter to the parents of students in each classroom of any food allergies in that classroom and any necessary classroom protocols regarding those allergies. This communication should include details about what can and cannot be brought into the classroom as well as ways parents and students can help care for the allergic child’s social and

emotional wellbeing.

Communication with other children and parents in that classroom regarding the child with food allergies will follow the instructions outlined in the child's "Allergy Action Plan."

The teacher will educate children, in an age appropriate manner, about the seriousness of food allergies and the importance of enforcing the rule never to share or trade snack or party food with a food-allergic classmate. Teasing of any kind is unacceptable.

For classrooms with a food allergy, the school and the child's parents together will determine appropriate restrictions regarding treats brought in or used as a reward or class party. Examples of restrictions may include (but are not limited to):

- No products listed as "Containing, May Contain, Processed on Machinery with, or Processed in Facility with the listed allergen.
- No store bought bakery goods, unless specifically listed as allergen free.
- No package-less or label-less foods (such as home baked treats), as the ingredients cannot be identified.

Parents of students with food allergies may bring in "safe" snack alternatives for their child.

When classrooms of a food-allergic student are used for meals, there must be a designated allergen-free area. Tables and chairs will be washed with soap and water after each meal/snack period.

In the classroom of a student with a severe food allergy, students must wash their hands with soap and water, or use a suitable hand wipe, before entering the classroom in the morning and after lunch. Hand sanitizer is not sufficient for allergen removal.

Additional restrictions, as necessary, might include (but are not limited to):

- The use of foods and food containers for instructional purposes will be limited, and teachers will notify parents ahead of time if the classroom curriculum involves the use of these products.
- A sign outside the classroom clearly communicating that it is an allergen controlled classroom and stating the protocols to be observed.

D. 530 Field-trip policies

The teacher is responsible for informing all chaperones on field trips of any allergies and the symptoms and treatment. The student's medications, emergency contact information, and a copy of their Allergy Action Plan will accompany them on the field trip. The adult carrying this medication and information will have the child placed in their group.

When at all possible, a teacher would administer any medications needed while students are on a trip away from school.

D. 540 Lunchroom policies

School hot lunches are nut-free.

If a child has a severe allergy, the school is prepared to make special accommodations, such as an allergen free table.

The children may have friends sit with him or her at this table, provided they follow the allergy rules to keep their friend safe. At the designated areas students will be directed that there will be no sharing or trading of food, utensils, or containers.

Tables are wiped down with bleach water between lunch sessions.

D. 550 Medications

At the start of the school year, the school nurse reviews the location of all the medications (epinephrine pens, etc.) with the teachers.

Staff members will receive annual training in proper use of epinephrine pens, etc. by a trained professional.

Families who have multiple food-allergic children attending Queen of Peace School should provide the school with a separate, labeled medication for each child. This will ensure that each child has access to the medication whenever or wherever it is necessary.

D.560 Incident reporting

If an incident occurs, an "Incident Report Form" is completed and parent is notified. See attached.

If parents of a child with a food allergy have specific concerns outside the areas addressed by this policy, they should communicate with the school at any time.